



# DEPARTMENT OF NAVY

## Naval Intelligence Vacancy Announcement

### Management Analyst

Open Period: 5/11/2022 – 5/20/2022

#### KEY POSITION DETAILS

**Salary Range:** \$130,690-134,798

**Series & Grade:** GG-0343-13

**Announcement #:** NIA-2022-001

**Org Code/Org Title:** BSO15/NIA-N3

**Position Information:** Permanent/Full Time

**Duty Location:** JBAB, Washington DC

**Relocation Expenses Reimbursed:** Not Authorized

**PCS Expense Authorized:** Not Authorized

**Travel Required:** Occasional, May be Required

**Who May Apply:** Department of Navy civilians and Intelligence Community federal employees in the National Capital Region

**Security Clearance:** Top Secret/SCI

**Supervisory/Non-Supervisory:** Non-Supervisory

**Drug Testing:** Yes

**Obtain/Maintain Certifications:**

#### JOB SUMMARY

Serves as a Management Analyst supporting the Area Program Manager for the Sensitive Activities and Intelligence-Related Contracting (SAIRC) Program. Regularly interfaces with customers, stakeholders, and support activities; represents the SAIRC Program Office position to these entities.

#### Specific Duties

- Develops analytical tools and methodologies, and analyzes data bases to draw specific conclusions.
- Collects, reviews, interprets, evaluates and integrates information from multiple sources in assessing the relevance and significance of developments in his/her assigned area, and in preparing new or revising prior products.
- Plans and carries out all assignments necessary for the analysis and evaluation of the effectiveness of programs and operations or the productivity and efficiency of management processes in his/her assigned area to meet activity needs.
- Works closely with peers and stakeholders to determine out-year program capability and requirements to meet objectives as established.
- Communicate effectively orally and in writing, and to present facts and ideas to management in a succinct and organized manner to influence senior leadership to take appropriate action.
- Performs other duties as assigned

#### Specialized Experience & Minimum Qualifications

Applicants must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities and competencies necessary for immediate success in the position. Qualifying experience may have been acquired in any public or private sector job, but will clearly demonstrate past experience in the application of the particular competencies/knowledge, skills, and



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abilities necessary to successfully perform the duties of the position. Such experience is typically in or directly related to the work of the position to be filled. Qualifying experience is demonstrated through the following competencies:

- Problem Solving
- Oral Communication
- Written Communication
- Process Improvement
- Analytical Techniques

In addition, individuals must meet the Office of Personnel Management (OPM) qualification standards of 1 year of specialized experience equivalent to the next lower grade level to the position filled and any Individual Occupational Requirements (IOR) for the series/grade selected as identified within the standard. For further details on the specific occupational series requirements, please go the following link: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>

### **Conditions of Employment**

- You must be a US Citizen
- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit [www.dhs.gov/E-Verify/](http://www.dhs.gov/E-Verify/).
- Selectee must be determined suitable for federal employment
- Financial Disclosure: Required
- Telework Eligibility: Not Eligible
- Selectee may be required to successfully complete a 2-year trial period
- Selectee is required to participate in the direct deposit pay program
- Selectee may be required to successfully complete a polygraph examination
- Selectee must complete a Special Background investigation and receive a favorable adjudication by a determining authority. You must obtain and maintain a Top Secret security clearance and access to Sensitive Compartmented Information (SCI). Failure to do so may result in the withdrawal of an offer or removal. Indicate the level and date of your clearance in your resume.
- Successful completion of a pre-employment drug test (including marijuana) is required. A tentative offer of employment will be rescinded if you fail to report to the drug test appointment or pass the test. You will be subject to random testing.
- You must acknowledge in writing that you are accepting an appointment in the DCIPS (excepted service) which does not confer competitive status, prior to appointment.
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- Males born after 12-31-59 must be registered for Selective Service



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**How to Apply**

1. Click on: <https://navy.hirevue.com/signup/3awGhMvPvmg6bGWR8vwUtxU/>
2. Click Register. Sign-up by completing the registration form. Upload your resume and any supporting documents (e.g. college transcripts). Once the documents are visible on the sign in screen, select the “start” button to apply and complete the basic assessment.
3. Please do not upload documents that contain PII without redacting sensitive information. Do not upload any **classified** information with your application submission.
4. Complete applications to include a Resume and response to basic eligibility questions must be submitted by 11:59 pm Eastern Standard Time (EST) on the closing date of the announcement. Incomplete packages may be removed from consideration.
5. Please contact Pamela Vanderhorst if you have any questions or concerns at [pamela.vanderhorst1@navy.mil](mailto:pamela.vanderhorst1@navy.mil).

**Requested Documents:** **A COMPLETE RESUME IS REQUIRED.** Your resume must show relevant experience (cover letter optional) where you worked, job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and end dates (Mo/Yr), hours per week & salary. **If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade level i.e. GS-0201-013 on your resume for each Federal position.**

*This position is a Defense Civilian Intelligence Personnel System (DCIPS) position in the Excepted Service under 10 U.S.C. 1601. DoD Components with DCIPS positions apply Veterans' Preference to preference eligible candidates as defined by Section 2108 of Title 5 U.S.C., in accordance with the procedures in DoD Instruction 1400.25, Volume 2005, DCIPS Employment and Placement.*

The United States Government does not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, genetic information, disability, age, membership or non-membership in an employee organization, or on the basis of personal favoritism.